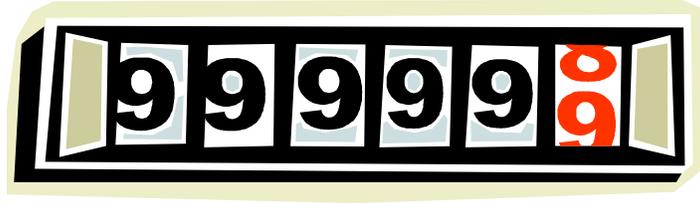


APD ALERT

Update Vehicle Odometer and Operating Costs to PROP



Background

This Alert clarifies the policies and procedures for tracking and recording odometer readings in the Property Management Information System (PROP). It also clarifies all fleet data that fleet managers are responsible for updating to PROP.

Federal regulations require agencies to track and report its fleet operating costs (fuel and maintenance), fuel type, and miles driven. Prior to 2008, USDA agencies were able to obtain miles driven from the Voyager fleet credit card. When re-fueling using the Voyager credit card, vehicle operators were required to enter the current odometer. This significantly reduced the amount of manual data that fleet managers had to update in PROP. However, the VISA fleet credit card does not consistently require drivers to enter the odometer when re-fueling. This makes it difficult to obtain miles driven and comply with tracking and reporting requirements.

Policy

Effective FY 2012, **quarterly**, fleet managers must manually update the odometer readings for all vehicles to PROP. APD will obtain operating costs from U.S. Bank's Access On-Line system (when the fleet card is used) and PROP for on-site Government fuel/maintenance and POOL card use.

Fleet managers should be able to obtain the majority of odometer readings from the "Vehicle Use Log". Other options include distributing the PROP 510 Report-Quarterly Operational Worksheet, which lists each vehicle by location and accountable property officer, or use any other internal area/location spreadsheet. Using the PROP 510 ensure that APOs/locations capture the odometer for all vehicles, eliminating the potential to overlook a vehicle.

To accurately reflect the miles driven during the fiscal year, enter the starting FY 2012 odometer to the October record and the ending FY 2012 odometer to the September record. (**See Enclosure 1 for instructions.**) Use the ending September reading as the start of the next FY. Enter the 2nd and 3rd quarter data from either the start or the end of the quarter. The 2nd and 3rd quarter information is required to capture the projected fleet costs for the annual report to OMB, which is due in July.

As a reminder, **minimum quarterly** Areas/locations are responsible for the following mandatory fleet updates:

Update to PROP:

- all odometers,
- fuel/maintenance from on-site Government fuel and maintenance shops, POOL cards or other payment sources,
- inspections, as appropriate.

Report to HQ:

- all E85 fuel purchases, include:
 - tag number and AG number
 - transaction date
 - merchant state
 - total fuel cost
 - number of gallons
 - payment/merchant source (VISA, Government fuel, POOL, other)

(Our office will continue to review E85 purchases in Access On-line for vendor accuracy to determine possible elimination of this manual requirement.)

If an office needs assistance in entering odometer information, or has a question, please contact a staff member below. PSSB will assist in updating information as needed.

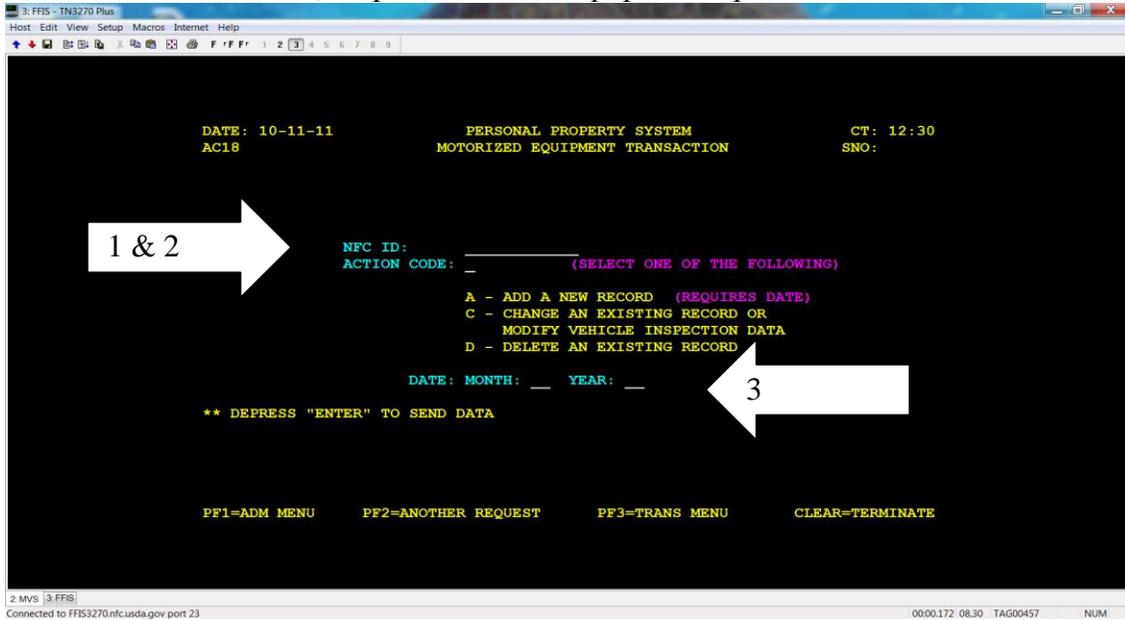
- Renee Utt, 301-504-1745 Renee.Utt@ars.usda.gov
- Perry Williams, 301-504-1047, Perry.Williams@ars.usda.gov
- Cheryl Brumback, 301-504-1096, Cheryl.Brumback@ars.usda.gov

ISSUE DATE: October 19, 2011

APD ALERT No. 2012-P01

Updating Odometer/Operating Costs in PROP

Use PROP Screen AC18, "Input Motorized Equipment Operational Data"



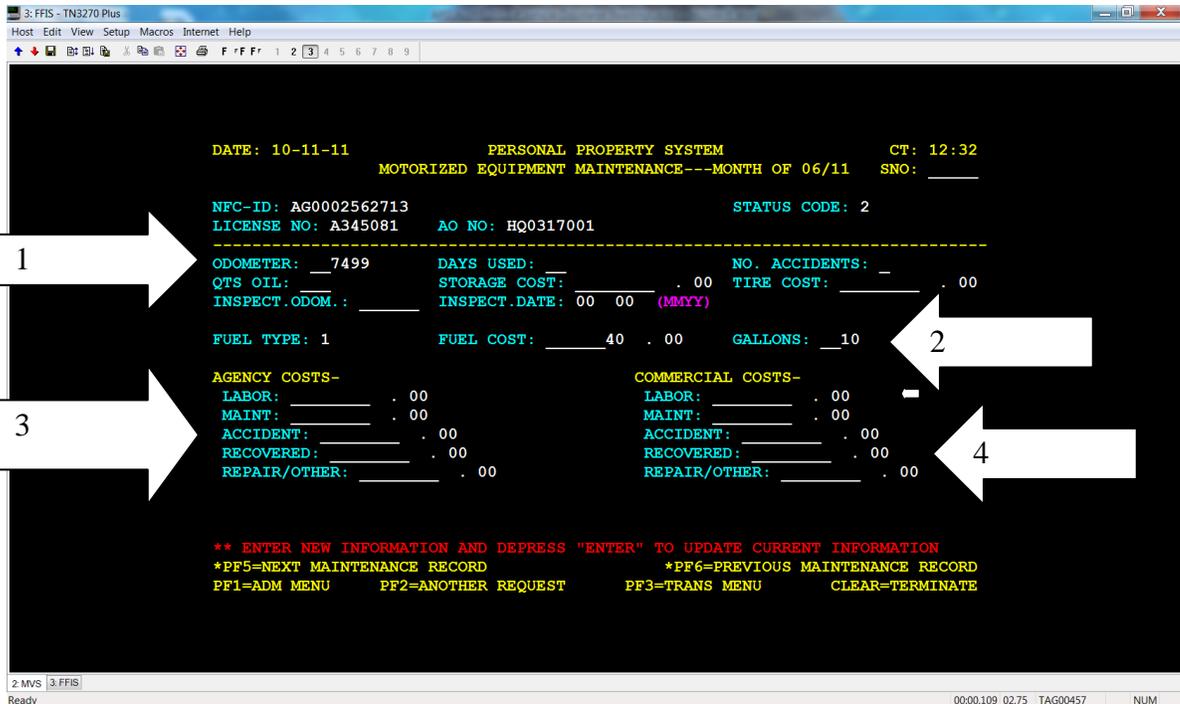
1. NFC ID: Key in the AG number
2. Action Code: Key in "A" add ("D"-delete, "C"-change)
3. Date: (Month/Year): Key in 2 digit month and year

Depress Enter

Reminder:

To accurately reflect the miles driven during the fiscal year, enter the starting FY 2012 odometer to the October record and the ending FY 2012 odometer to the September record. Enter the 2nd and 3rd quarter data from either the start or the end of the quarter.

Fleet managers can use the odometer reading from the end of the previous month for the next month (end of September for October, end of December for Jan, etc.)



1. Key in the **Quarterly Odometer reading**

If you have no other information to update – depress Enter

2. If adding fuel from on-site Government fuel, POOL, or other payment sources, key in **Fuel Type (1-Gas, 2-Diesel, 8-E85,)**
Fuel Cost (total, not per gallon)
Gallons

(Note: Key in the cumulative total. PROP only allows 1 type of fuel record per month. If you have an E85 vehicle and you used a POOL card and Government fuel, key in each total using a different month for each type.)

3. If adding maintenance from Government maintenance shops, key in costs under **“Agency Costs”**

4. If adding maintenance from POOL card, University, or other payment source, key in costs under **“Commercial Costs”**

Depress **“Enter”** to save information

Note: Consider using other operating fields as appropriate.